STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
February 26, 2003

ATTENDEES:

Rex Peterson	Cliff Gronauer	Joe Brenneke
Suzie Rackers	Chris Wilkerson	Bob Meinhardt
Kim Potzmann	Christina Acree	Russell Helm
Cindy Renick	Gary Lyndaker	Dennis Bax
Jan Grecian	Mike Wankum	Scott Willett
Ron Thomas	Mary Willingham	Jim Roggero
Paul Wright	Tom Robbins	Gina Hodge
Kay Dinolfo	Jill Hansen	Dave Schulte
Rich Beckwith	Kim Hull	Doug Young
Jim Weber	Scott Peters	Jeff Falter
Tony Wening	Chip Byers	

ACTION ITEMS

Approval of the January 29, 2003, Information Technology Advisory Board Meeting Minutes.

Corrections to three items were requested. A motion to approve the minutes with the noted changes was made by Cliff Gronauer, seconded by Jim Roggero and approved by voice vote.

Rex introduced a new member of the ITAB, David Crain of the House of Representatives.

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

OA BUDGET HEARINGS - Gerry discussed the recent House budget hearing for OA.   The Budget Committee cut the budgets for both OADIS and OIT significantly. Many of the legislators on the Committee are new and do not have a good understanding of what the State Data Center and OIT do. Jill and Gerry will be meeting with individual legislators to explain the role of the two agencies and hope to get some, if not all, of the money restored

HOMELAND SECURITY - The Recommendations of the Cyber Security Committee were presented to the Homeland Security Committee.   The recommendations included two recommended Executive Orders, one to re-establish the Office of Information Technology and the second to order state agencies to take steps to protect the state from cyber attacks. The Governor indicated that he would sign both executive orders. The recommendations also included 11 issues, including the INFOCON and Incident Reporting Procedures that were previously adopted by ITAB. Gerry expressed his appreciation to the members of the Cyber Security Committee for their work and indicated that the Cyber Security Committee was the first of the committees created by the Homeland Security Committee to develop a proposal.

. GOV ISSUE - Gerry indicated that there were four topics involved in the .GOV issue: 1) URL transition, which must take into consideration all levels of government in MO, not just state government; 2) E-mail naming standards; 3) Standardization of e-mail products; 4) Standardization and centralization of e-mail servers. Gerry indicated they are beginning to work on a white paper on the issues and options.

Vendors are approaching the legislature about outsourcing (#2 handout). Based on the information they are receiving from the vendors, the legislature thinks this is a way to cut costs. Gerry is trying to get the information about the success of IT projects in Missouri. Missouri does have good representation nationally in IT because of some our successes, such as our Project Management accomplishments. Gerry also pointed out that the percent of help desk calls answered by first level help desk staff are better than the percentages being quoted by vendors. Some outsourcing vendors are also claiming that the state uses a variety of products that can't talk to each other. Therefore, it is important that we inform legislators of the accomplishments we have had in working on statewide standards.

HIPPA - 101 Training has been scheduled for the Cabinet members and CIOS from the agencies affected by HIPAA. Gerry and Jackie White of OA are executive sponsors for HIPAA. Anne Reid of DHSS chairs the Missouri HIPPA Committee, which will be putting together a program on what it is and what does HIPPA do. The HIPAA privacy rules become effective April 15, 2003, the transaction standards must be in place by October 15, 2003, and the security rules will become enforceable in 2005.

SURPLUSING PCS – Gerry reported that Kentucky surplused old PCs that still had secure data on them and the media learned of the mistake. To avoid anything similar happening in Missouri, Gerry asked the security committee to recommend statewide procedures for deleting data prior to surplusing PCs. Tom Smith agreed to develop a policy on minimum levels of activity in cleaning PCs.

E GOVERNMENT - Missouri should have a common portal for citizen access. Although lacking funding, OIT still should show progress, establishing standards for agencies that have E-Government application.

GOVERMENT TECHNOLOGY MAGAZINE - The magazine wants to host a seminar in the state on June 17 at no cost to state. The magazine is asking ITAB members to serve on an advisory committee to set agenda. The initial planning meeting will be March 27, from 11:30-1:30. The magazine expects to attract municipal and county IT staff as well as state.

OPENED FOR QUESTIONS - Chris Wilkerson expressed his only concern about the cyber security recommendation is that many agencies do not have the resources to comply. Gerry responded that he understood that available funds are limited and all recommendation will not be implemented until more funds are available.

2.   Miscellaneous Items (Rex Peterson)
Rex reminded the committee he needed letters designating them as official members of the committee.

NEW COMMITTEES – Rex indicated that there would be a new group of committees under the main topic of e-Government, similar to the group of committees in Project Management. Rex also announced that Lew Davison will chair the e-Government umbrella committee. Rex also announced that Scott Peters will chair a Credit Card Subcommittee and Todd Craig will chair a

Digital Certificate Subcommittee. We still need a chairperson for Application Development and Digital Media Subcommittees.

Chris Wilkerson - publication document to cover business continuity and relationship to it. Gerry will send out address for publication for members.

3.   Mentoring (Tim Dwyer/Jan Grecian) - Rex read an update provided by Jan Grecian. The Committee is working on an ITAB members' web site. Currently there are three mentoring programs in process or about to begin. The Committee will have a demo in an upcoming ITAB meeting.

4.   **SAM II - IT Cost Committee (Mary Willingham)**
Last week the Committee met with FMAC received support for their initiative. FMAC was encouraged by interest in the project and is ready to work together on coding. From that meeting asked for other purchasing people to refine codes before sending to OA. Plan to met again with product to send to OA. Trying to get to OA by 3rd week of March, which will be before next ITAB meeting. Will do educational briefing on codes. Questions from group; bill format difficult to break out. Bill is base of issue, can bill be clearer. Mary stated that Roger Bisges would put codes on bill we need to let him know how we want it broke out. Gail Wekenborg refining billing and possibly more objective codes as some where too broad. Mary will get with Gail on this and will break out specific categories on SDC.

Software codes - purchase, maintenance and leasing now exist, to break out to more broad would add 30+ codes. Do we want to keep new software purchases separate? Took away maintenance as it is in most renewals and placed it in leasing. Questioned do we need 3 categories for software to merge maintenance and lease option? Discussion on difference on maintenance and leases; is have two telling us anything on costs? Tom Stokes would objective codes on software help direct track renewals - probably not. General consensus to use purchase and maintenance codes and OA checking on possibility to use maintenance in lieu of lease. Suggested to main frame software leasing not midrange, with subcategory for purchase and maintenance.

Cabling infrastructure in telecommunications - if concerned where it is located, let Mary know and decision will be made at next meeting. Moving to new location is considered fixed asset. Chris Wilkerson - Agency should be able to reduce codes to a package that includes just the codes relevant agency. More on list will cause miscoding. Items of concern coding should be done at purchasing level not at the invoice levels. Need clarification on how to decide where to code certain items. Some codes are too specific. Maybe need a ongoing committee to bring such questions to. Need to distinguish between outsource and consult.

5.   Security Committee Update (Tom Smith) - Tom reported that the ITAB Security Committee will provide the labor for the drafting of policy for the Homeland Security Cyber Security Committee and the Architecture security Domain Team.

Tom reported that the mid-Missouri INFOGUARD chapter meeting will be held monthly after the ITAB Security Committee meetings. Public items will be dealt with during INFOGUARD meetings and the confidential items will be dealt with only in the ITAB Security Committee meeting.

Nation Guard will be briefed by Brad Scherr from DOD, Statewide Protection Center. Missouri National Guard will develop recommendations and procedures for the Missouri information protection center. This will relate to movement of information among states.

The MO guard will have an external vulnerability assessment in March Tom invited state agencies to watch the assessment to see how it is conducted and how vulnerabilities are dealt with.

In late July, the National Guard will participate in a national cyber security exercise. During the exercise they will emulate a cyber attack and see how it is reported, responded to and what gets results. Tom will share collected information with interested agencies.

Jill Hansen discussed the need to protect documents from an assessment so they don't become public information. Gerry will look into what is needed to protect the documents from becoming public information.

6. MOTEC Update (Jim Weber/Paul Wright) -
The FY04 budget for MOTEC will be presented at the April ITAB meeting. Prior to that Tom Robbins will be visiting agencies to discuss the budget. MOTEC has a goal of at least a 50% fill in both classrooms.

7. Personnel Committee Update (Chris Wilkerson/Jan Grecian)
The security positions job descriptions were handed over to security committee subcommittee, but they have not provided any drafts. Chip Byers indicated that Missouri University has a job description for a security position and would be willing to share with ITAB. Tom will make it a task for the Security Committee to develop recommendations. The descriptions will be needed for the proposed security office as well as individual agencies.

8. Statewide Purchasing Update (Gary Eggen/Karen Boeger)
Gary handed out this months project log.

PC Prime Vendor RFP to wrap up in 60 days. Gary reminded ITAB members to be sure that anyone who reviews the proposals sign the provider confidentiality form. Confidentiality is important in the negotiation process.

Karen discussed the use of GSA contracts by the state. Karen indicated that sometimes it is acceptable, but not always. Purchasing will consider requests to use GSA on a case-by-case basis. She indicated some negatives to using GSA included limited arbitration available for grievances; some vendors have a price add-on for use by non-federal governments; and inability to give any priority to Missouri, minority, or women business.

9. Internet/MOREnet Update (Tony Wening)
Working with OA for fail over circuit. Tony also reported that he emphasizes how MOREnet works the state agencies in conversation with legislators.

10. Project Management Committee Update (Jim Roggero/Tom Stokes)
Jim reported that the project management methodology is nearly finalized. The initial objectives for will be in the areas of total cost of ownership and risk management. Looking at tools that can be used for benefit analysis that will also develop the Form 5.
Mr. Weber and Bob Ordway have reviewed re-certification process for existing project managers. They will be looking for guidance from this committee on re-certification
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11. Cost Benefit Approach to State Government Committee (Dennis Bax)
The committee has some basic issues to address with OA.

12.   Performance Management (Paul Wright)
Paul reported that the committee is meeting to validate their initial recommendations and looking at information being collected by other committees.

13.   Architecture Review Committee Update (Jim Weber/Bob Meinhardt) -
There will be a committee meeting tomorrow (2/27) to review and approve deliverables of the Security Domain. After ARC approves, they will presented at the next ITAB meeting.

14.   Network Management Consortium Update (Jim Roggero/Jill Hansen) -
Jim reported there will be an all day workshop tomorrow (2/27) presented by Cisco (their consulting team, not their marketing team). Gerry is encouraging business managers from the state agencies to attend since it will focus on the business needs of a statewide network and not the IT issues.

OPEN DISCUSSION
Tom Stokes is working with Craig to get list of legislative bills introduced this session that are of interest to IT. If individual ITAB members know of any bills that have been brought to their attention forward them on to Craig.   Gerry will get list from Craig and circulate to ITAB members.

Chris Wilkerson stated that the state fleet management system starts in July. Cindy Bax is the contact.

Chris expressed a concern that our consulting contracts may allow us to immediately terminate an existing PAQ without penalty if a project must be suspended because of emergency situations. We need to add a provision in PAQs to allow emergency delays in projects.   Karen will research and let Gerry and Chris know of decision.

REVIEW OF ACTION ITEMS
Security Committee to set guidelines for proper disposal of PCs
Gerry and Tom Smith will appoint staff to draft description of security positions
IT cost comments to Mary
Director letter to appoint designee to committee
Volunteer to Chair sub committee on E Gov to Rex

TOM STOKES - SOFTWARE PIRACY – Tom reported that some negative feedback had been received on the software piracy recommendations and the committee will be asked to consider them before finalizing the policy. Tom pointed out that the committee provided a recommended agency policy, but agencies have the flexibility to modify it some to meet their individual needs as long their policies fulfill the intentions of the Executive Order.

NEXT MEETING

The next ITAB Meeting is scheduled for **March 26, 2003 at the DNR Building, Katy Trail Conference Room, 1738 East Elm Street, Jefferson City**